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# **FINANCE IN-PROCESSING BRIEFING**

**In/Out Processing**

**Bldg 750**

**RM 103**

**(808) 655-0094**

# WELCOME TO HAWAII

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- ✗ O-7 and above
- ✗ CW-5
- ✗ Command Sergeant Majors
- ✗ Brigade Commanders
- ✗ Wounded Warriors
- ✗ Finance Soldiers
- ✗ SM married to a Finance Personnel
- ✗ Soldiers coming from Reserves/National Guard to Active Duty

# DMPO SCHOFIELD BARRACKS

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**In & Out Processing and Travel Team**

**Bldg 750 Room 103**

**(808) 655-0094**

## **Hours of Operation:**

Monday	0900 to 1500 (OPEN THROUGH LUNCH)
Tuesday	0900 to 1500 (OPEN THROUGH LUNCH)
Wednesday	0900 to 1500 (OPEN THROUGH LUNCH)
Thursday	1230 to 1500
Friday	0900 to 1500 (OPEN THROUGH LUNCH)

**Closed for Federal Holidays**

# AGENDA

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- × BAH
- × COLA
- × BAS
- × Misc. Entitlements
- × Bonuses
- × Supplemental
- × Advance Pay
- × TLA
- × Smart Voucher
- × Dependent Travel
- × Fill Out DD 1351-2
- × Pet Quarantine
- × TLE
- × **Foreign Language Proficiency Bonus(FLPB)**
- × Frequent issues
- × QUESTIONS
- × *NOTE: All entitlements will start on the date on block 16 of DA 31.*

# REFERENCES

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- DoD Financial Management Regulation Volume 7A -Military Pay Policy And Procedures - Active Duty And Reserve Pay
- Joint Travel Regulation(JTR)
- Military Pay Operations Defense Military Pay Offices Guidance Letter for IN & OUT Processing January 1, 2020

# STATUS CHANGES THAT AFFECT BAH

✘ Soldier must report changes that occurred within the last 90 days. These changes will affect entitlement:

- + Married, divorced, or birth of child
- + Legal separation or court ordered child support
- + Spouse/Family member joins or discharged from military
- + Promotion/Authorization to reside off post

**SM MUST UPDATE DA FORM 5960**

**WITH GAINING UNIT S-1**

\*\*All of the above may be pay affecting and could result in debt if not corrected at the time of change\*\*

# BAH WITH DEPENDENTS

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- ✗ All BAH for Hawaii will start the day you SIGNED IN from leave(Block #16 on DA31).

## Concurrent Travel:

SM will receive HAWAII BAH w/dependents rate  
Regardless of Dependents Location

- ✗ When the overseas command has indicated that housing will be available within 60 days after arrival, the Soldier's orders will state, Concurrent Travel of your Family Members is Authorized to Overseas Command, within 60 days

# BAH WITH DEPENDENTS

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## Deferred Travel:

- ✘ When concurrent travel is not authorized and housing will be available between 61 and 140 days after arrival, the Soldier's orders will state.
- ✘ Deferred Travel of your Family Members to your overseas location is approved.
- ✘ ALL OTHERS TOURS or DESIGNATED LOCATION:  
SM will receive BAH w/dependents rate for the Dependent's ZIP Code Stated on the Orders. If it is NOT, SM will receive Last Duty Station BAH.



# FAMILY SEPARATION HOUSING ALLOWANCE (FSH)

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- ✗ FSH allowance is based upon separation due to military orders and not the personal choices of SM and/or dependents
- ✗ FSH-BAH (Dual BAH) is payable when concurrent travel has been **DENIED** and is based on the last PDS location unless otherwise approved in the orders. Payment starts upon submission of proof that the member has obtained private –sector housing by way of a lease agreement.

# BAH WITHOUT DEPENDENTS

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- × Single Soldiers E-6 and Above will receive BAH at the without dependent rate for Hawaii.
- × Single Soldiers E-5 or All Others Tours E-5 will be assigned to the barracks and be given Partial BAH.

# BAQ-DIFF

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- ✘ Single Soldiers who are **paying child support** and are assigned to the barracks will receive BAQ-DIFF
- ✘ You will need to provide birth certificate, proof of support, and you must be paying above the BAQ-DIFF rate for your grade to receive the entitlement.
- ✘ All Single Soldiers E-6 and Above who are **paying child support** will receive BAH at the with dependent rate for Hawaii.

# BAH DUAL MILITARY

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- ✘ Dual military soldiers that **arrive together** and are not claiming dependents will both receive BAH at the **without** dependent rate.
- ✘ If dual military soldiers **arrive separately** and are not claiming dependents (E5 and below), the first service member to arrive will be assigned to the barracks and be given Partial BAH.
- ✘ **If the spouse will arrive within a 120 days**, the service member will not be assigned to the barracks. Service member will have to provide the **spouse's orders** to prove the above requirement.
- ✘ If dual military soldiers have children, **only one** member of the dual military couple is entitled to With Dependent BAH, the other will receive Without Dependent BAH.
- ✘ The above statements will also be the entitlements for DUAL military to receive the dependent COLA.

# SINGLE SOLDIER COLA

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- ✘ All soldiers will receive COLA (Cost of Living Allowance) for the island of assignment effective the date on block 16 of DA 31.
- ✘ Soldiers assigned to the barracks, regardless of dependent status, will receive barracks rate COLA (**COLA CODE 9**).
- ✘ Soldiers not assigned to Schofield Barracks or Wheeler AAF will receive (**COLA CODE 0**).
- ✘ Single E-6 and Above will receive single rate COLA (**COLA CODE 0**).

# COLA CONTINUED

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- ✘ Soldiers with dependents listed in their PCS orders and the dependents arrived with them will receive COLA at the with dependent rate based on the number of dependents listed in the orders.
- ✘ COLA RATE 1 through 5; 5 is the max number of dependents to claim)
- ✘ Soldiers with dependents listed in their PCS orders, who did not accompany them will receive the appropriate COLA per their rank as previously discussed.
- ✘ Soldiers whose dependents are not listed in their PCS orders must have their orders amended to receive the appropriate COLA rate.

**\*\*\*DEPENDENT COLA IS FOR ON ISLAND  
DEPENDENTS ONLY\*\*\***

# DUAL MILITARY COLA

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- ✘ Dual military soldiers that **arrive together** and are not claiming dependents will both receive COLA at the **without** dependent rate.
- ✘ If dual military soldiers have children, **only one** member of the dual military couple is entitled to With Dependent COLA, the other will receive Without Dependent COLA.
- ✘ The above statements will also be the entitlements for DUAL military to receive the dependent BAH.

# BAS

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- ✗ All soldiers are entitled to Basic Allowance for Subsistence (BAS).
- ✗ Soldiers who have been assigned to the barracks will receive meal card access on their CAC from their unit and Meal Deductions will be taken out of their pay.
- ✗ Soldiers (**NOT**) assigned to Schofield Barracks or Wheeler AAF will not have access to DFACs therefore Meal Deductions will not be taken out of their pay.



# MISC ENTITLEMENTS

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- ✗ Any one who was receiving special entitlements at their last duty station will need to provide documentation for entitlement to continue. The following will be stopped upon departure of the last duty station.(Army Military Pay Operations Defense Military Pay Offices Published Jan.01.2017)

- ✗ Examples include:

- + **Hostile Fire Pay - Day of Departure**
- + **Assignment Incentive Pay – Day of Departure**
- + **Save Pay - Day of Departure**
- + **Parachute Pay- Day of Departure**
- + **Demolition Pay – Day of Departure**
- + **Family Separation Hardship - Day of Departure**
- + **Cost of Living Allowance - Day prior to Departure**
- + **Special Duty Assignment Pay - Day prior to Departure**

**If you are currently receiving Foreign Language Proficiency Bonus(FLPB), ensure your gaining S-1 has copies of your orders. Please also submit a copy of the orders this afternoon with your packet.**

# ENLISTMENT BONUS

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## Required Documents:

- ✘ a. Graduation Certificate from AIT or MOS orders with effective date.
- ✘ b. Enlistment/Reenlistment Document (DD Forms 4-1, 4-2, 4-3).
- ✘ c. Record of Military Processing (DD Forms 1966-2 and 1966-3).
- ✘ d. Statements for Enlistment (Parts I through IV) (DA Form 3286).
- ✘ Submit all documentation to your gaining S1/PAC

# ADVANCE PAY

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- ✘ The purpose is to provide funds to a member to meet extraordinary expenses incident to a government-ordered relocation. It is intended to assist with the out-of-pocket expenses, not typical of day-to-day military living, that precede or exceed reimbursements incurred in a member's change of duty locations
- ✘ Calculated as SM's base pay minus deductions to include TSP and recouped over the next 12 month period

# ADVANCE PAY

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- ✘ Justification is required when any soldier requests a second advance, and advance of more than one-month basic pay less deductions, more than a 12-month repayment, payment earlier than 30 days before departure, or payment later than 60 days after arrival at new duty station.
- ✘ Justification must be in writing and must itemize expenses incurred, extenuating circumstances, or severe hardship that would be considered exceptions to normal circumstances.

# ADVANCE PAY

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- ✗ **Required Documents to request Advance Pay**
  - ✗ DD Form 2560 (Advance Pay Form)
  - ✗ 1 copy of your PCS orders
  - ✗ 1 copy of most current LES
- ✗ Submit to IOP & Travel: Bldg 750 Room 103

# SMART VOUCHER

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- ✗ The Smart Voucher makes it easier to complete travel vouchers by guiding you step-by-step through a series of questions then it creates a completed DD Form 1351-2. Smart Voucher makes sure all the required fields are filled in to create a complete and accurate voucher.
- ✗ For PCS and TDY travel
- ✗ To upload securely online, use Travel Voucher Direct.
- ✗ Only fulfills your travel portion of Finance!
- ✗ Still required to submit your MILPAY packet to start your pay and Hawaii entitlement.
- ✗ Finance office WILL NOT be able to track your travel packet if you choose this option.

## ✗ WEBSITE:

<https://smartvoucher.dfas.mil/voucher/>

The logo for SmartVoucher, featuring the text "SmartVoucher" in a white, stylized font on a dark blue rectangular background.

# DEPENDENT TRAVEL

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- ✘ PER AR-55-46, if your orders state concurrent travel, of your family must arrive within that time frame to receive OVERSEAS entitlements.

# DEPENDENT TRAVEL

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- ✘ **STRONGLY RECOMMENDED NOT TO BRING** your dependents to the island before they are command sponsored.
- ✘ Dependent Travel Entitlements (Travel and DLA) will be forfeited by doing so.
- ✘ If family traveled prior to SM. Your orders must state approved advance travel authorized. **SM Must Submit a Dependent Travel Voucher after the SM arrival**
- ✘ If traveling after you in order to get reimbursed dependent travel and DLA. **SM Must Submit a Dependent Travel Voucher**



# DEPENDENT DLA & TRAVEL SUPPLEMENTAL

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## ✗ Required documents:

- + Travel Voucher 1351-2 (We will assist you in completing travel voucher at Bldg 750 Rm 103)
- + Copy of original orders (ALL PAGES) and all amendments listing your dependents
- + Copy of your dependent flight itinerary.

# EFT INFORMATION

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- ✘ If your information has not been updated within the last 3 years, DFAS- Rome may hold back payment of claims if you don't have updated information.
- ✘ You can update EFT information in MyPay account or write information on this 1351-2.
- ✘ Information Block# 22

# TRAVEL VOUCHER DD 1351-2

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We will be going through this step by step

DO NOT SKIP AHEAD

PLEASE WRITE LEGIBLY

# BEFORE WE START

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- ✗ Please Write Legibly and Clearly.
- ✗ All documents must be SINGLE-SIDED
  - ✗ If copies are needed, please speak with a replacement cadre.

NEW OPTION: to receive text messages for the status of your voucher. If you agree, be aware service charges may apply.

# GOVERNMENT TRAVEL CHARGE CARD (GTCC)

- ✘ All Service members whether you utilized their government travel card or not are required to mark

**“SPLIT DISBURSEMENT”**

**to pay it off.**

- ✘ Please ensure you check the balance of your GTCC once funds have been received if split disbursement is selected. Soldiers are responsible for ensuring the balance of their GTCC is paid off. Soldiers are responsible for any late GTCC payments and fees.

# GOVERNMENT TRAVEL CHARGE CARD (GTCC)

- ✗ If you don't have a GTCC, you are still required to mark "SPLIT DISBURSEMENT" and put \$0.
- ✗ Soldiers must write in the balance of their GTCC in the Split Disbursement block of the Travel Voucher for the GTCC to be paid off in full.
- ✗ Soldiers can call CITI Bank at **1-800-200-7056** to request the balance on their GTCC.

# DD 1351-2 (CON'T)

- ✗ **Block 1:** Mark EFT if not prefilled; Split Disbursement (All SM will mark it and put the GTCC balance or desired amount, if not sure call CITI Bank)
- ✗ **Block 2:** Your name
- ✗ **Block 3:** Your grade
- ✗ **Block 4:** Your SSN

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
<b>1. PAYMENT</b> <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		<b>SPLIT DISBURSEMENT:</b> The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.					
		<input checked="" type="checkbox"/> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor:				\$ <b>\$0.00</b>	
<b>2. NAME (Last, First, Middle Initial) (Print or type)</b> <b>Smith, John S.</b>			<b>3. GRADE</b> <b>SPC/E-4</b>	<b>4. SSN</b> <b>123-45-6789</b>		<b>5. TYPE OF PAYMENT (X as applicable)</b>	
<b>6. ADDRESS. a. NUMBER AND STREET</b>  <b>b. CITY</b>  			<b>c. STATE</b>  	<b>d. ZIP CODE</b>  		<input type="checkbox"/> TDY <input type="checkbox"/> Member/Employee	
						<input type="checkbox"/> PCS <input type="checkbox"/> Other	
						<input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA	
<b>e. E-MAIL ADDRESS</b>  						<b>10. FOR D.O. USE ONLY</b>	
<b>7. DAYTIME TELEPHONE NUMBER &amp; AREA CODE</b>  		<b>8. TRAVEL ORDER/AUTHORIZATION NUMBER</b>  		<b>9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES</b>  		<b>a. D.O. VOUCHER NUMBER</b>  	
<b>11. ORGANIZATION AND STATION</b>  				<b>b. SUBVOUCHER NUMBER</b>  			

# DISLOCATION ALLOWANCE(DLA)

- ✘ DLA is to partially reimburse a Soldier, with or without dependent(s), for the expense incurred in relocation of the member's household on a PCS.
- ✘ All Soldiers, regardless of rank when accompanied with dependent(s) will receive DLA at the “with dependent” rate.
- ✘ Single or unaccompanied E6 or above will receive DLA at the “without dependent” rate.
- ✘ (Note: You must claim DLA on the voucher to receive DLA it is not automatically paid)



# DISLOCATION ALLOWANCE(DLA)

- ✖ Single Soldiers, regardless of your rank, are not entitled to DLA if this is your first duty station.
- ✖ Dual Military residing together at the previous PDS arriving in Hawaii together/separate without dependents will get One DLA at the without dependent rate.
- ✖ Dual Military residing together at the previous PDS arriving in Hawaii together/separate with dependents will get One DLA at the with dependent rate. (member with the deps in their orders will claim the with dependent DLA)

# DD 1351-2 (CON'T)

- ✖ **Block 5: Everyone** mark PCS and Member/Employee
  - + If your dependents PCS'd with you, mark Dependent(s) and DLA
  - + All E6 and above, mark DLA; if this is your 1<sup>st</sup> PDS leave blank
  - + Mark DLA if you received an advance for DLA, this is how you settle the advance with DFAS; avoids debt collection

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.									
<b>1. PAYMENT</b> <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		<b>SPLIT DISBURSEMENT:</b> The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.											
		<input checked="" type="checkbox"/> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor:				\$ <b>\$0.00</b>							
<b>2. NAME (Last, First, Middle Initial) (Print or type)</b>  <div style="font-size: 1.2em; color: red;">Smith, John S.</div>			<b>3. GRADE</b>  <div style="font-size: 1.2em; color: red;">SPC/E-4</div>	<b>4. SSN</b>  <div style="font-size: 1.2em; color: red;">SSN</div>		<b>5. TYPE OF PAYMENT (X as applicable)</b> <table style="width: 100%; border: none;"> <tr> <td style="border: none;"><input type="checkbox"/> TDY</td> <td style="border: none;"><input checked="" type="checkbox"/> Member/Employee</td> </tr> <tr> <td style="border: none;"><input checked="" type="checkbox"/> PCS</td> <td style="border: none;"><input type="checkbox"/> Other</td> </tr> <tr> <td style="border: none;"><input checked="" type="checkbox"/> Dependent(s)</td> <td style="border: none;"><input checked="" type="checkbox"/> DLA</td> </tr> </table>		<input type="checkbox"/> TDY	<input checked="" type="checkbox"/> Member/Employee	<input checked="" type="checkbox"/> PCS	<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Dependent(s)	<input checked="" type="checkbox"/> DLA
<input type="checkbox"/> TDY	<input checked="" type="checkbox"/> Member/Employee												
<input checked="" type="checkbox"/> PCS	<input type="checkbox"/> Other												
<input checked="" type="checkbox"/> Dependent(s)	<input checked="" type="checkbox"/> DLA												
<b>6. ADDRESS. a. NUMBER AND STREET</b>		<b>b. CITY</b>		<b>c. STATE</b>		<b>d. ZIP CODE</b>							
<b>e. E-MAIL ADDRESS</b>						<b>10. FOR D.O. USE ONLY</b>							
<b>7. DAYTIME TELEPHONE NUMBER &amp; AREA CODE</b>		<b>8. TRAVEL ORDER/AUTHORIZATION NUMBER</b>		<b>9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES</b>		<b>a. D.O. VOUCHER NUMBER</b>							
<b>11. ORGANIZATION AND STATION</b>				<b>b. SUBVOUCHER NUMBER</b>									

# DD 1351-2 (CON'T)

- ✗ **Block 6a – d:** Address where DFAS can mail your voucher. Put your parents address, forwarding address, provided you have notified the USPS your change of address etc...
- ✗ **Block 6e:** Your email address(Rec: personal email)
- ✗ **Block 7:** Your **CURRENT** cell phone number

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.					
<input checked="" type="checkbox"/>	Electronic Fund Transfer (EFT)						
<input type="checkbox"/>	Payment by Check	<input checked="" type="checkbox"/>	Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor:				\$ <b>\$0.00</b>
2. NAME (Last, First, Middle Initial) (Print or type)		3. GRADE	4. SSN		5. TYPE OF PAYMENT (X as applicable)		
<b>Smith, John S.</b>		<b>SPC/E-4</b>	<b>SSN</b>				
6. ADDRESS. a. NUMBER AND STREET		b. CITY	c. STATE	d. ZIP CODE			
<b>1111 Aloha St.</b>		<b>Wahiawa</b>	<b>HI</b>	<b>96857</b>			
e. E-MAIL ADDRESS				10. FOR D.O. USE ONLY			
<b>john.s.smith.mil@mail.mil</b>							
7. DAYTIME TELEPHONE NUMBER & AREA CODE		8. TRAVEL ORDER/AUTHORIZATION NUMBER		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES		a. D.O. VOUCHER NUMBER	
<b>808-555-5555</b>							
11. ORGANIZATION AND STATION				b. SUBVOUCHER NUMBER			

# DD 1351-2 (CON'T)

- ✗ **Block 8:** Print the order number of your PCS orders located on the top left corner of your orders
- ✗ **Block 9:** Print the amount of Travel Advance you received; if none was taken, print \$0 or a question mark “?” if you don’t remember the advance amount
- ✗ **Block 11:** List your new unit; if unknown, print “USAG-HI”

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.					
<input checked="" type="checkbox"/>	Electronic Fund Transfer (EFT)						
<input type="checkbox"/>	Payment by Check	<input checked="" type="checkbox"/>	Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor:				\$ <b>\$0.00</b>
2. NAME (Last, First, Middle Initial) (Print or type)		3. GRADE		4. SSN		5. TYPE OF PAYMENT (X as applicable)	
<b>Smith, John S.</b>		<b>SPC/E-4</b>		<b>SSN</b>			
6. ADDRESS. a. NUMBER AND STREET		b. CITY		c. STATE	d. ZIP CODE		
<b>1111 Aloha St.</b>		<b>Wahiawa</b>		<b>HI</b>	<b>96857</b>		
e. E-MAIL ADDRESS							
<b>john.s.smith.mil@mail.mil</b>							
7. DAYTIME TELEPHONE NUMBER & AREA CODE		8. TRAVEL ORDER/AUTHORIZATION NUMBER		9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES		10. FOR D.O. USE ONLY	
<b>808-555-5555</b>		<b>098-765</b>		<b>\$0 / ?</b>		a. D.O. VOUCHER NUMBER	
11. ORGANIZATION AND STATION						b. SUBVOUCHER NUMBER	
<b>USAG-HI</b>							



# DD 1351-2 (CON'T)

## ✖ Block 12:

- + mark **ACCOMPANIED** if your dependents arrived with you.
- + list your dependents, their relationship to you, and the applicable date in column 12c
- + mark **UNACCOMPANIED** if your orders state, “**ALL OTHERS**” tour or if your dependents did not arrive with you.
- + list your dependents, their relationship to you, and the applicable date in column 12c
- + If you have 4 more dependents, request Continuation sheet of DD 1351-2 to any finance soldiers

12. DEPENDENT(S) (X and complete as applicable)			13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)
<input checked="" type="checkbox"/> ACCOMPANIED	<input type="checkbox"/> UNACCOMPANIED		
a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE	14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)
Smith, Jane S.	Spouse	05/27/2001	
Smith, Jimmy J.	Son	11/19/2005	

# DD 1351-2 (CON'T)

- ✗ **Block 13:** List your dependents' actual address of where they were residing when your orders were issued. (Usually on/off post address of last duty station)

12. DEPENDENT(S) (X and complete as applicable)			13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)
<input checked="" type="checkbox"/> ACCOMPANIED	<input type="checkbox"/> UNACCOMPANIED		
a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE	
Smith, Jane S.	Spouse	05/27/2001	123 Mac Ct. Lacey, WA 12345
Smith, Jimmy J.	Son	11/19/2005	
			14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)
			<input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)

## DD 1351-2 (CON'T)

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✗ Disclaimers.....Travel vouchers  
**WILL NOT** include the following:

+**Layover** from flights (unless authorized delay and proof of delay can be submitted)

+**Connecting Flights**

# DD 1351-2 (CON'T)

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- ✗ If you're any of the following :
  - ✗ TDY en route (Must have DD 1610 or PCS Orders with "Accounting Classification," )
    - ✗ (ALC, SLC, BOLC I, BOLC II, BOLC III, Ranger School, Airborne School, etc.)
  - ✗ TCS or MITT TEAMS
  - ✗ Re-classing
  - ✗ Arriving on Consecutive Overseas Tour (COT) leave



# DD 1351-2 (CON'T)

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Scenarios that will be covered

Mark your scenario # on the top of your  
**1351-2**

1. Straight PCS
2. Went on leave (no POV shipment)
3. Shipment of POV BEFORE leave
4. Shipment of POV DURING leave

# CODES FOR BLOCK 15 COLUMNS C AND D

## EXAMPLES:

- ✗ PA: You or someone you know drove your/their car
- ✗ CA: You took a Taxi or drove a Rental Car
- ✗ CP: You purchased your plane ticket(s) with a **GTCC\*\*IBA authorized in the orders**
- ✗ TP: The Government purchased your plane ticket(s)\*\***CBA**

d. COMPUTATIONS
PA: Private Auto
CA: Commercial Auto (Rent a car)
GA: Government Auto
CP: Commercial Plane Ticket (GTCC)
TP: Gov't Purchased Plane Ticket
GP: MAC Flight
SPOV: Shipment of POV
AT: Awaiting Transportation
LV: Leave Destination
COT: COT Leave Destination
TDY: Temporary Duty Destination
MC: Mission Complete

~~Write your scenario # on the top of your 1351-2~~

# SCENARIO #1

## ONLY

(Straight PCS / No leave)

# SCENARIO #1

## STRAIGHT PCS TO THE ISLAND

15. ITINERARY			c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
a. DATE 2019	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)					
mm/dd	DEP	Your last Permanent Duty Station	GA			
mm/dd	ARR	1 <sup>st</sup> Airport you flew from		AT		
mm/dd	DEP		TP			
mm/dd	ARR	HNL		AT		
mm/dd	DEP		GA			
mm/dd	ARR	Schofield Barracks, HI		MC		19
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					

~~Write your scenario # on the top of your 1351-2~~

# SCENARIO #2

## ONLY

(Leave and

No shipped car)

# SCENARIO #2

## WENT ON IN LEAVE CONUS

15. ITINERARY			c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
a. DATE 2019		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)				
mm/dd	DEP	Your last Permanent Duty Station	PA			
mm/dd	ARR	CITY STATE of Leave Location		LV		
mm/dd	DEP		PA			
mm/dd	ARR	1 <sup>st</sup> Airport you flew from		AT		
mm/dd	DEP		TP			
mm/dd	ARR	HNL		AT		
mm/dd	DEP		GA			
mm/dd	ARR	Schofield Barracks, HI		MC		19
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					

~~Write your scenario # on the top of your 1351-2~~

# SCENARIO #3

## ONLY

Shipping car before leave

# SCENARIO 3

## SHIP POV BEFORE GOING ON LEAVE

15. ITINERARY			c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
a. DATE 2019	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)					
mm/dd	DEP	Your last Permanent Duty Station	PA			
mm/dd	ARR	CITY STATE of Leave Location		LV		
mm/dd	DEP		PA			
mm/dd	ARR	1 <sup>st</sup> Airport you flew from		AT		
mm/dd	DEP		CP			
mm/dd	ARR	HNL		AT		
mm/dd	DEP		PA			
mm/dd	ARR	Schofield Barracks, HI		MC		19
	DEP					
	ARR	Your last permanent duty station				
mm/dd	DEP		PA			
mm/dd	ARR	VPC site where you shipped POV		SPOV		0000
mm/dd	DEP		PA			
mm/dd	ARR	Your last permanent duty station		MC		0000



~~Mark your scenario # on the top of your 1351-2~~

# SCENARIO #4

## ONLY

Shipped car during leave

# SCENARIO 4

## SHIP POV DURING LEAVE

15. ITINERARY			c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
a. DATE 2019	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)					
mm/dd	DEP	Your last Permanent Duty Station	PA			
mm/dd	ARR	CITY STATE of Leave Location		LV		
mm/dd	DEP		PA			
mm/dd	ARR	VPC site where you shipped POV		SPOV		0000
mm/dd	DEP		PA			
mm/dd	ARR	1 <sup>st</sup> Airport you flew from		AT		
mm/dd	DEP		TP			
mm/dd	ARR	HNL		AT		
mm/dd	DEP		PA			
mm/dd	ARR	Schofield Barracks, HI		MC		19
	DEP					
	ARR					
	DEP					
	ARR					

# BLOCK 16 POC TRAVEL

## ✖ Block 16: POC TRAVEL

+If you drove your car, mark  
**OWN/OPERATE**

+If someone drove you, mark  
**PASSENGER**

16. POC TRAVEL ( <i>X one</i> )	<b>X</b>	OWN/OPERATE		PASSENGER
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# **NON-REIMBURSABLE EXPENSES**

- ✗ Rental Car (unless authorized during TDY period)
- ✗ Laundry Fees
- ✗ ATM Fees
- ✗ Gas
- ✗ Food
- ✗ Lodging more than 75 miles outside of last duty station
- ✗ Baggage carts
- ✗ Tolls
- ✗ \*\*Per JTR Appendix G for full list\*\*

## **BLOCK 18: REIMBURSABLE EXPENSES**

- ✗ Taxi Fares (need receipts for \$75.00 and up)
- ✗ Excess and Overweight Baggage (need receipts)
- ✗ Commercial Plane Tickets (IBA authorized)
- ✗ CTO Fee
- ✗ Foreign Exchange fee (requires CITIBANK statement)
- ✗ Pet Quarantine (DFAS will NOT reimburse for cargo cost, examination fees, or kennels; must provide copies of the quarantine release letter with

**Dep of Agricultural Stamp and receipts.**

**\*\*Per JTR Appendix G for full list\*\***

# BLOCK 18: REIMBURSABLE EXPENSES

- ✗ Lodging–Temporary Lodging Expense(TLE)
- ✗ TLE: CONUS / TLA: OCONUS(Overseas)
- ✗ Must complete TLE Worksheet and submit with lodging receipts
  - + **Only** reimbursable if:
    - ✗ The hotel was within a **75 mile radius** of last permanent duty station
    - ✗ **AND** you have an ITEMIZED receipt showing \$0 balance due

# BLOCK 18: REIMBURSABLE EXPENSES

## ✖ For Claiming TLE MEALS ONLY

- + Stayed with Family or Friends within 75 miles radius of last permanent duty station
- + Must complete TLE worksheet.

# DUAL MILITARY FOR DD 1351-2

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- ✘ Dual military Soldiers who arrive together or separately and do or do not have any dependents will provide spouses information in Block #22
- ✘ Name              Full SSAN              Duty Location



# SIGN & DATE

## DD 1351-2 IN BLOCKS

### 20 A & B

20.a. CLAIMANT SIGNATURE

*John S. Smith*

b. DATE

YYMMDD



Tomorrow's date

# TLA FOR HAWAII

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Temporary Lodging Allowance (TLA) is:

- ✘ **A PARTIAL REIMBURSEMENT**
- ✘ For lodging in OCONUS only.
- ✘ SM/or dependents must visit Housing Office upon arriving on island.
- ✘ SM will be provided with TLA approved hotel listings from Housing Office.
- ✘ Unapproved hotels are **(NOT)** reimbursable.

# TLA FOR HAWAII

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- ✗ 1<sup>st</sup> TLA will require the following documents:
  - + 1. Housing Memorandum
  - + 2. Itemized Receipt showing \$0 Balance Due
    - ✗ Must be daily itemized receipt that includes lodging cost and taxes
    - ✗ TAT should not be charged to SMs that are on TLA
  - + 3. PCS Orders and all amendments
  - + 4. DA31 (Leave Form)
  - + 5. Flight itineraries
  - + 6. DD1351-2 (Travel Voucher)
  - + NOTE: copy of the DD Form 1351-2 is required with the 1<sup>st</sup> submission of TLA.

# TLA FOR HAWAII

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- ✗ TLA can be submitted to BLDG.750 rm. 103.
- ✗ An option of dropping off your TLA or scanning and emailing to:
  - ✗ *usarmy.schofield.usarpac.mbx.125th-fmsu-tla1@mail.mil*
  - ✗ *Due to PII optional to use your DODID #*

# TLA CONTINUED

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- ✘ TLA will reflect on **Mid Month or End of Month** for the month processed.
- ✘ TLA from OCONUS locations not claimed before departure can be submitted to BLDG.750rm. 103 for processing.
- ✘ **DD 1351-2 is required for your 1<sup>st</sup> TLA**

# PET QUARANTINE SUPPLEMENTAL

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- ✗ Required documents:
  - + Travel Voucher 1351-2
  - + Copy of original orders and amendments, if any
  - + Copy of Pet Quarantine Release Letter clearly showing State of Hawaii - Dept. of Agriculture Stamp.
- ✗ Pets **MUST** be released with **Dep of Agricultural Stamp and receipts** from Quarantine before you can submit for reimbursement.

# LATE VEHICLE ARRIVAL RENTAL CAR SUPPLEMENTAL

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## Required Documents:

- ✗ PCS orders authorizing POV shipment
- ✗ DD Form 1351-2 (Travel Voucher)
- ✗ Rental car receipt(s)
- ✗ Proof of POV shipment (Signed DD Form 788 or Commercial Equivalent)
- ✗ Signed POV Shipment Summary (provided by IAL)
- ✗ Only reimbursed \$30 per day / 7days. Anything past 7 days will be handled by IAL.

# PRIMARY DLA RATES

## EFFECTIVE 1 JANUARY 2020

### PRIMARY DLA RATES

Effective 1 January 2020

Grade	Without-Dependent Rate	With-Dependent Rate
O-10	\$4,108.43	\$5,057.45
O-9	\$4,108.43	\$5,057.45
O-8	\$4,108.43	\$5,057.45
O-7	\$4,108.43	\$5,057.45
O-6	\$3,769.16	\$4,553.77
O-5	\$3,630.18	\$4,389.37
O-4	\$3,364.15	\$3,869.30
O-3	\$2,696.10	\$3,201.20
O-2	\$2,138.67	\$2,733.45
O-1	\$1,800.89	\$2,443.54
O-3E	\$2,911.30	\$3,440.34
O-2E	\$2,474.92	\$3,104.11
O-1E	\$2,128.19	\$2,867.96



# PRIMARY DLA RATES

## EFFECTIVE 1 JANUARY 2020

### PRIMARY DLA RATES

Effective 1 January 2020

Grade	Without-Dependent Rate	With-Dependent Rate
W-5	\$3,417.93	\$3,734.80
W-4	\$3,035.35	\$3,423.95
W-3	\$2,551.13	\$3,136.98
W-2	\$2,265.70	\$2,885.89
W-1	\$1,896.51	\$2,495.87
E-9	\$2,492.88	\$3,286.45
E-8	\$2,288.10	\$3,029.39
E-7	\$1,954.84	\$2,812.68
E-6	\$1,769.48	\$2,598.94
E-5	\$1,632.00	\$2,337.40
E-4	\$1,419.78	\$2,337.40
E-3	\$1,392.88	\$2,337.40
E-2	\$1,131.36	\$2,337.40
E-1	\$1,008.84	\$2,337.40

# TRAVEL PER DIEM

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- Travel by plane: M&IE rates is 75% for first and last day
- For each day of authorized travel by day for POV, the following Per Diem rates apply:
  - SM – **\$151** per day
  - Spouse/dependents 12 and older – **\$113.25** per day/per dependent
  - Dependents under 12 – **\$75.5** per day/per dependent
- Land mileage rates for Travel:
  - **.17** cents per mile if Government-furnished automobile is available
  - **.58** cents per mile if privately owned automobile is authorized or if no Government-furnished automobile is available
  - **.55** cents per mile for local transportation(Motorcycle)
  - **\$1.27** per mile for local transportation(Airplane)

# TRAVEL SETTLEMENT NOTIFICATION

- ✗ DFAS will send you an email that you have access to your Travel Voucher AOP (Advice of Payment) on your mypay.

## STATEMENTS

Leave and Earnings Statement (LES)

Foreign Entitlements Statement

IRS Form 1095

Tax Statement (W-2)

Travel/Miscellaneous Tax Statement (W-2)

Court Orders

Debt Letters

Travel Voucher Advice of Payment (AOP)

Turn On/Off Hard Copy Statements

# TRAVEL SETTLEMENT NOTIFICATION

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- ✗ If you received this message. Click the applicable days that passed. Click - Search Again.

Message NA26

myPay was not able to locate a travel voucher for the last 30 days.

Select below to expand your search or contact your servicing travel office

☒ LAST 30 DAYS

☐ LAST 60 DAYS

☐ LAST 90 DAYS

☐ LAST 180 DAYS


Search Again



# DFAS TRAVEL VOUCHER PAYMENT STATUS

<https://www.dfas.mil/militarymembers/travelpay/checkvoucherstatus.html>



**Travel Voucher Payment Status**

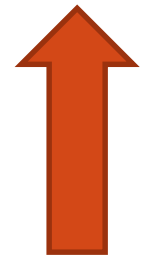
**Authorization number\***  
  
From Block 8 of your travel voucher

**Last Name\***  
  
First four digits of your last name

☐ Select to receive automatic emails  
when your payment status changes.

**Submit**

\* all fields are required



# TRAVEL SETTLEMENT REMINDERS

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- Travel payments will not show up on your LES
- A notification will be EMAILED/TEXTED to your email/Phone that you listed on the 1351-2.
- Settlement information will be available in MYPAY
- If you have been overpaid through advances, you will be notified by DFAS Debt Management for repayment options (payroll deduction may appear on LES)
- DLA and TLE are both PCS entitlements and will not be authorized to any soldier that is separating from the military

# PACKET SUBMISSION

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- ✗ Follow the directions on the first page
- ✗ **REMOVE ALL STAPLES** from all documents
- ✗ Please Write Legibly and Clearly.
- ✗ All documents must be **SINGLE-SIDED**
  - ✗ If copies are needed, please speak with a replacement cadre.

# PACKET

- ✖ **PACKET** – Include these documents:
  - ✖ DD 1351-2 Travel Voucher
  - ✖ Orders (ALL PAGES w/Amendments, if applicable)
  - ✖ VALID DA-31 Leave Form
  - ✖ Flight itineraries, \$ amount with zero balance is required for reimbursement
  - ✖ POV Shipment Form (if you shipped your vehicle)
  - ✖ TLE worksheet and lodging receipt with \$0 balance. (IF applicable)
  - ✖ Receipts (for excess/overweight baggage, pet quarantine, etc.)
  - ✖ All receipts for reimbursements (Commercial Plane tickets, lodging, etc.)



# FREQUENT ISSUES WITH FINANCE ON ISLAND

- ✗ Not updating COLA and BAH when dependency status changes. I.E divorce, marriage, birth of child, new command sponsorship
- ✗ Not updating COLA when dependents leave island. COLA IS FOR \*ON ISLAND\* DEPENDENTS ONLY!!
- ✗ Children who are between the ages of 21-23 and full time students REQUIRE a secretarial waiver (through Army G1) to receive COLA.
- ✗ \*\*IF YOU DO NOT IN PROCESS WITHIN 90 DAYS OF DEPARTING YOUR PREVIOUS STATION, YOU WILL BE PLACED INTO A HELD PAY STATUS AND NO LONGER RECEIVE PAY\*\*